



NATIONAL GUARD BUREAU

1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

NGB-ARH

MEMORANDUM FOR THE Military Personnel Management Officers

SUBJECT: Revised Policy for Individual Retroactive Combat Award Recommendations
(NGB-ARH Policy Memorandum # 10-01)

1. References:

- a. AR 600-8-22, Military Awards, 11 December 2006.
- b. MILPER Message Number 08-190, Revision Criteria for Awarding Combat Badges (CIB, CMB, and CAB).
- c. DoD 1348.33-M, Manual of Military Decorations and Awards, 18 September 2006.
- d. NGB-ARH Memorandum # 07-035, Subject: Recommendation and Submission for Combat Awards, dated 9 November 2007.
- e. NGB-ARH Memorandum # 06-082, Subject: Combat Award, dated 14 December 2006.
- f. NGB-ARH Memorandum # 06-065, Subject: Processing of Combat Awards within the Army National Guard (ARNG), dated 17 October 2006.

2. **Purpose.** This policy is effective immediately and supersedes references in paragraph 1d, e, and f above.

- a. Clarifies the processing procedures after the command departs theater to retroactively request individual Combat Awards.
- b. Defines the required signature authority for requesting individual military decorations, purple hearts, and combat badges.

3. **Scope and implementation.** The primary role of National Guard Bureau Combat Awards Section (NGB-ARH) is to assist States in ensuring ARNG Soldiers receive combat awards for valor, achievement, and/or service, which, for some reason, were

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not awarded in the theater of operations. States are requested to make widest dissemination of this policy to their respective subordinate units.

4. Processing Army awards. Recommendations for individual combat awards and requests for reconsideration of previously downgraded/disapproved awards (i.e.: Army Achievement Medal through Medal of Honor), but excluding the Purple Heart and combat badges, require original recommendation(s) and endorsements from the wartime chain of command to include the original approval authority. See Annex A for complete packet requirements. The award recommendation packet is forwarded through the ARNG Soldier's current (i.e. peacetime) chain of command to the first (Army) General Officer in that chain of command for signature (Note: a USAF/USMC General Officer or USN Admiral cannot validate a request for an Army award).

5. Purple Heart. The Purple Heart is based on a Soldier becoming a casualty as a direct result of enemy action. Three tests must be met to receive the award: the wound must be the result of direct enemy action; the wound must have required treatment by a medical officer; and there must be an official military medical record of the wound specifically stating it was the direct result of enemy action. Soldiers requesting a Purple Heart will prepare a recommendation packet as outlined in Annex B. For specific requirements for awarding the Purple Heart see Reference 1a, chapter 2, section II, paragraph 2-8, and Annex B.

6. Combat Badges. Requests for combat badges (i.e.: Combat Infantryman Badge (CIB), Combat Medical Badge (CMB), or Combat Action Badge (CAB) require recommendations and endorsements only from the Soldier's current chain of command through the first (Army) General Officer in that chain of command. Soldiers requesting a combat badge will prepare an award recommendation packet per Annex C.

a. Each combat badge request must represent a single incident (specific in time); multiple incidents listed on the DA Form 4187 or witness statements will not be considered. Note: each individual request must stand alone per individual; all requests, which include multiple Soldiers for the same incident will be returned without action. Each combat badge request must include, at a minimum, two unique, individualized eyewitness statements, written by individuals other than the Soldier being nominated (See paragraph 9) and specifically describing what the requested Soldier did during the incident and how far away from the incident the requested Soldier was positioned. The only exception to HRC's all-embracing reliance on witness statements in the approval process is when a request contains orders for a valor award or Purple Heart.

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b. CIB and CMB requests. In its decision making process, HRC may favorably consider (depending on the strength and circumstances of the incident and depending on the Soldier's MOS, duty assignment, and unit) approving the award based on Purple Heart and/or valor award orders.

c. The Combat Action Badge (CAB) was authorized in May 2005, retroactive to 18 September 2001. Because of the retroactive characteristic of this badge, it is possible that units may have deployed and subsequently stood down before the badge was announced – therefore; Soldiers deploying with those units may be eligible for the retroactive award of the CAB. HRC may favorably consider CAB requests containing orders for the Purple Heart or a valor award (provided the CAB request is for the same incident). A copy of the official orders for the award must be contained in the badge request package.

d. Eyewitness statements must clearly identify the following:

(1) Name of Soldier being recommended.

(2) Date of incident, act, or achievement (formatted as DDMMYYYY). The date must match that contained on the DA Form 638 or DA Form 4187, the narrative, the purposed citation, and all other supporting documentation.

(3) Clear specific, description of location of incident to include theater of operations, country, city/area, grid coordinates, etc.

(4) The location of recommended Soldier in relation to the location of incident (Note: distances must be expressed in meters). (Note: proximity distance to the incident is a deciding factor.)

(5) Location of witness in relation to recommended Soldier (in meters).

(6) Clear description of recommended Soldier's actions in relation to the incident as uniquely observed by the eyewitness.

7. Time limitations.

a. The time limitation outlined in AR 600-8-22, chapter 1, section V, paragraph 1-14 pertains solely to forwarding award recommendation packet for the original award of a military decoration (examples of military decorations range from the Army Achievement Medal through the Medal of Honor, excluding the Purple Heart). Recommendations for

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these awards must be initiated in official military channels within two years of the act, achievement, or service. Request applications for military decorations after two year time limit requires a congressional referral pursuant to United States Code (10 USC 1130).

b. There are no statutory or regulatory time limits pertaining to award of combat badges as outline in AR 600-8-22, chapter 8, section V, paragraph 8-54 a.

c. All requests for reconsideration of previously returned without action and/or denied packets made via the military chain of command must be placed into military channels within one year from the date of the original awarding authority's decision. (Note: Submission into military channels is defined as "signed by the initiating official and endorsed by a higher official in the chain of command.")

d. An exception pursuant to 10 USC 1130 a Member of Congress can request a review of a proposal for the award or presentation of a decoration (or the upgrading of a decoration), which would not be authorized based on time limitations for timely submission of a recommendation as established by law or policy.

e. The following timeline is established for processing awards at HRC:

(1) Army Achievement Medal and higher	2-3 months.
(2) Purple Heart	3-4 months.
(3) Combat Infantry/Medical Badge	45-60 days.
(4) Combat Action Badge	30-45 days.

8. Some lessons learned about award recommendation packets.

a. The lack of personalized requests and individual eyewitness statements, unique to each award, remains the principal cause of award recommendations being returned without action. Since a combat award is an individual award, it requires an individual award recommendation packet. For example if 15 Soldiers are requesting a CAB for the same combat action, a group request will not be accepted at HRC. To be accepted for consideration, there must be 15 unique and personalized requests to include unique witness statements.

b. Commands are submitting retroactive military decorations requests (AAM-MOH) under the signature of the peacetime chain of command. Retroactive military decorations must have the endorsements of the original wartime chain of command

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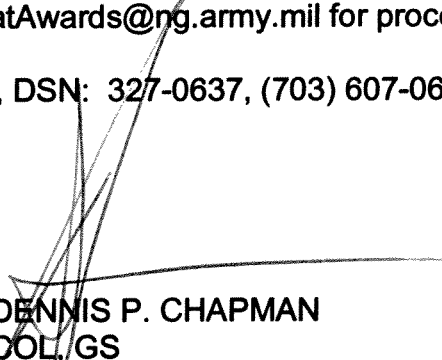
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through the level of the original approval authority. Upon securing the original wartime signatures, see paragraph 9 for submission requirements.

9. **Award submissions:** The completed award recommendation packet is forwarded to the respective State Army Personnel Office (G1) for review. Once the State's Personnel Office has verified the packet for completeness, it is forwarded to NGB-ARH for review and processing through the U.S. Army Human Resources Command (HRC) Awards Branch for approval/disapproval. The packets are mailed to: Chief, Personnel Policy and Readiness Division, attn: NGB-ARH, 1411 Jefferson Davis Highway, Arlington, VA 22202; or, emailed to: NGBCombatAwards@ng.army.mil for processing.

10. **Point of contact** is SGM Bernard J. Hobbs, DSN: 327-0637, (703) 607-0637, or Bernard.j.hobbs@ng.army.mil.

Incl
Annex A
Annex B
Annex C



DENNIS P. CHAPMAN
COL, GS
Chief, Personnel Policy and
Readiness Division

Annex A
Request Procedures for Valor, Achievement or Service awards

The following documents are required for a recommendation for the Army Achievement Medal through the Medal of Honor (excluding the Purple Heart):

- DA Form 638 (Recommendation for Award) with original chain of command (i.e. chain of command during the achievement, act, or service) recommendations and endorsements.
- Current command endorsements through first (Army) General Officer in the chain of command.
- A one (1) page narrative description of incident/act. Specifically address what the recommended Soldier did to be deemed heroic/valorous, meritorious, or worthy of achievement.
- A proposed award citation. (This is what will be written on the award certificate).
- Each valor award request must include, at a minimum, of two (2) eyewitness statements, written by individuals other than the Soldier being nominated. (See paragraph 4 of the policy letter).
- DD Form 214 Certificate of Release or Discharge from Active Duty, and DD Form 215 Correction of DD Form 214 (if applicable).
- DA Form 2-1 Personnel Qualification Record, Enlisted Records Brief (ERB), Officer Records Brief (ORB), or Personnel Qualification Record (PQR) Not mandatory, but suggested for determining the number of OLC etc.

NOTE: Under no circumstances will classified documents be sent by e-mail or by regular mail to NGB-ARH. Please consult the State security manager for proper packaging and handling.

Annex B
Request Procedures for Purple Heart

The following documents are required for recommendation of the Purple Heart:

- DA Form 4187 Personnel Action.
- DD Form 214 Certificate of Release or Discharge from Active Duty, and DD Form 215 Correction of DD Form 214 (if applicable).
- Memo or DA Form 4187-1-R Personnel Action Form Addendum containing command endorsements through first (Army) General Officer in the chain of command.
- Mobilization and Deployment orders (If unit orders – there must be an attached roster which contains the Soldiers name enclosed).
- A one (1) page narrative description of incident.
- All SF-600 Chronological Record of Medical Care pertaining to the specific casualty incident. HRC considers the initial casualty report to be the most important in its decision making process. If request is for hearing impairment, both pre and post injury audiograms (hearing tests) must be submitted with the request.
- As appropriate, DA Form 2-1 Personnel Qualification Record, Enlisted Records Brief (ERB), Officer Records Brief (ORB), or Personnel Qualification Record (PQR).
- Two or more eyewitness statements (Excluding the recommended Soldier).

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Annex C
Request procedures for Combat Badges

1. The following documents are required and must be attached with all Combat Badge (CIB, CMB, and CAB) requests:

- DA Form 4187 Personnel Action annotated with date of incident, location, mission/purpose of action and brief description of the combat incident.
- DD Form 214 Certificate of Release or Discharge from Active Duty, and DD Form 215 Correction of DD Form 214 (if applicable).
- Memo or DA Form 4187-1-R Personnel Action Form Addendum containing command endorsements through first (Army) General Officer in the chain of command.
- Mobilization and Deployment orders (If unit orders – there must be an attached roster which contains the Soldiers name enclosed).
- A one (1) page narrative description of incident.
- As appropriate, DA Form 2-1 Personnel Qualification Record, Enlisted Records Brief (ERB), Officer Records Brief (ORB), or Personnel Qualification Record (PQR).
- If awarded – the orders for a valor award i.e. Silver Star, Bronze Star with V Device, ARCOM with V Device, etc. An awards certificate may be included with the orders in the packet; however, HRC will not consider a standalone awards certificate to be proof of an award.
- Eyewitness statements. Each combat award request must include, at a minimum, of two (2) eyewitness statements, written by individuals other than the Soldier being nominated (See paragraph 4 of the policy letter).
- If awarded – the orders for the Purple Heart. An awards certificate may be included with the orders in the packet; however, HRC will not consider a standalone awards certificate to be proof of the Purple Heart being awarded.

- The following supporting documents are helpful in the decision making process and may be included with the request if available, but are not required:
 - Situation report (SITREP or SIR).
 - Casualty/Incident report.
 - Official unit reports (i.e. S3 logs, SDO Logs, etc.).
 - SPOT reports.

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